

## Ethical Issues

The candidate has given a straightforward explanation of ethical issues related to the management of information.

At the start of the project we all agreed to follow some basic procedures to make sure we did all of the things we should do.

We all agreed to make sure that all of the pictures and recipes that we gathered did belong to us or that we had the written permission of the writer or photographer. We also agreed that we would acknowledge all of our sources so that the writer or photographer got the credit.

We agreed that we would not give away any personal information without the consent of the person who gave us the personal information. Sometimes this meant we did not acknowledge the writer or photographer because they did not want their name published. It also meant we had to keep track of the authors name either in a document or in the file name.

As we were all going to do a lot of work on the recipe book, we did not want our work or other's work to be ruined. We agreed to log off when not using the system so that files and folders remained secure. This was particularly important the closer we got to publication.

We also agreed to make sure that all of the content stored on the school network was appropriate. The test was nothing you would not want to explain to your mother. This applied to language, and images.

The candidate has described the key feature and described what the operating system does.

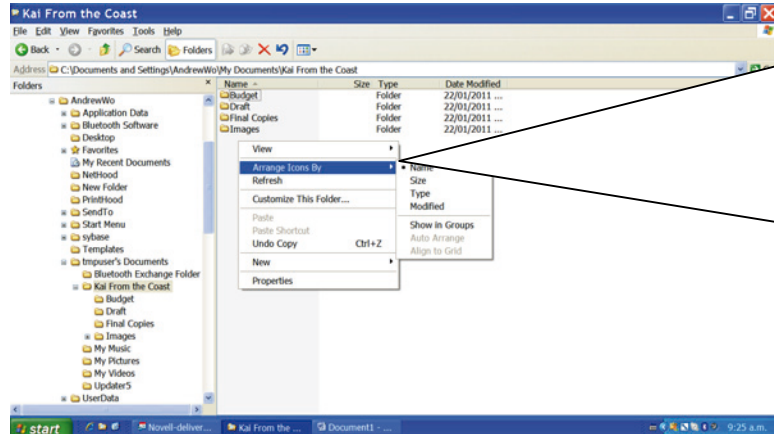
The explanation of why the operating system does what it does can be inferred but is not overt. To progress the candidate must explain this overtly.

Identifies key feature.

## Operating Systems Key Features

Some of the key features of an operating system are features associated with File Manipulation, Application Execution, and Input and Output

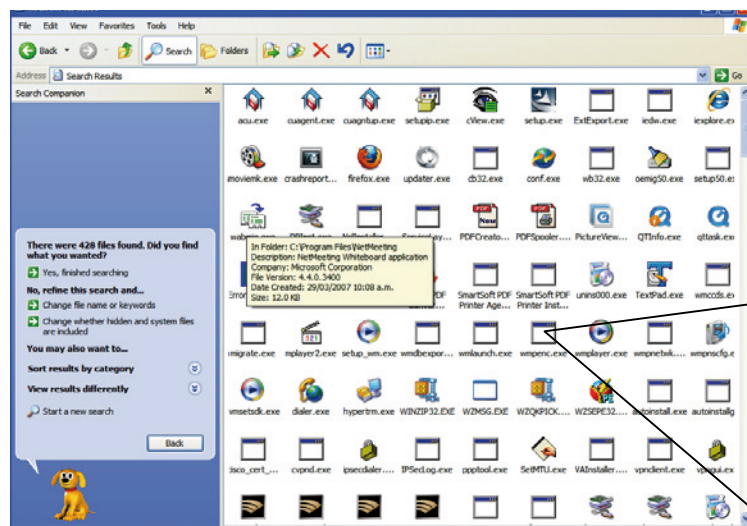
### File Manipulation



The operating system provides menus which allow files to be manipulated. In the menu multiple views of files are available organized by size, type, date modified... The operating system also keeps track of where the files are stored by registering where they are saved on the hard disk. A hard disk has several million files stored upon its surface. Registering the physical location of these files and representing this location in a way that allows the user to find them is one of the key functions of an operating system

### Application Execution

Identifies another key feature.



This screen shot shows a search for EXE files in C:\program files. The operating system allows the user to execute (run) applications by using these exe files. The call for the exe file is initiated by clicking the Icon. The icon is a GUI Graphical User Interface. The GUI is the standard operating systems user input system. The operating system represents the GUI in meaningful menus which allows the user to find and start the applications through the operating system. The operating system makes use of both the file name and its extension to do this. The extension tells the system what type of function a file has. Registering where applications are on the hard disk and allowing users to start them through menus is one of the main functions of the operating system.

### Input Output

The basic input devices managed by the operating system are the keyboard and the mouse. The mouse inputs information by positioning the cursor inside the GUI. The location information is used by the operating system as a command. In the top screen shot the cursor controlled by the mouse is in the GUI and on the name command. The operating system will take this command and change the directory view to BY NAME. The operating system can also receive commands directly from the keyboard. The basic output systems managed by the operating system are the visual display unit, the printer and the drives.

The candidate identifies and describes several key features of operating systems. As above, the explanation of why this arrangement exists can be inferred but it not overt. To progress the candidate must explain this overtly.

For example: The string of code which starts an application is stored physically on the hard drive. This code has a file name. As there are million of files stored on the system, a user would find it difficult to access this file only by name. The operating system represents the user EXE files as meaningful graphics that the user can associate with the application. The operating system groups the icons in menus so that the use can access the application easily.

The operating system can also receive commands directly from the keyboard. In the screen shot below the key board is writing directly to the operation system. The command dir results in the operating system displaying the contents of the directory. This level of processing sits below the GUI interface and clearly shows the users input to the operating system and the systems role in giving access to files.



```
C:\WINDOWS\system32\command.com
Microsoft(R) Windows DOS
(C)Copyright Microsoft Corp 1990-2001.

C:\>dir
Volume in drive C has no label.
Volume Serial Number is A858-4170

Directory of C:\

22/01/2011  10:11 a.m.             181,776 AllApps
29/03/2007  10:11 a.m.              0 AUTOEXEC.BAT
29/03/2007  10:11 a.m.              0 CONFIG.SYS
10/01/2011  02:30 p.m.             <DIR>      Documents and Settings
10/11/2010  06:01 p.m.             <DIR>      I386
```

The candidate has identified and described the key feature. The 'how' of the input and output is not developed in an explanation.

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For example: *The cell address allows each piece of inputted data to have a separate identity so that it can never be confused with another piece of data. This allows the application to produce error free manipulation of information.*

## Applications Key Features

### Spread-Sheet Key Features

The cook book budget is recorded in a spreadsheet. Spreadsheets have key features. The key features are described in the callout boxes.

#### Cells

The screenshot shows a Microsoft Excel spreadsheet titled 'Kai From Coast Budget'. The spreadsheet has columns for months (Jan to Dec) and rows for various budget categories. The formula bar shows '=AVERAGE(B23:N23)'.

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	TOTALS	AVERAGE PER MONTH
<b>INCOME</b>														
Advertising	0	0	0	0	0	0	0	0	0	3000	0	0	3000	230.77
Donations	0	0	100	20	50	0	0	0	10	30	20	200	480	36.92
Sales	600	600	300	200	200	100	100	50	100	200	400	1000	600	342.31
<b>TOTAL</b>	600	600	400	220	250	100	100	50	110	3230	420	1200	650	610.00
<b>EXPENSES</b>														
Printing	130	75								300	2000		2505	626.25
Consumables	10	18											28	14.00
Transport	0	0	0	0	0	0	0	0	0	100	0	0	100	7.69
Equipment	0	0	500	0	0	0	0	0	0	0	0	0	500	38.46
<b>TOTAL</b>	140	93	500	0	0	0	0	0	0	400	2000	0	3133	241.00
<b>BALANCE</b>	460	507	-100	220	250	100	100	50	110	2830	-1580	1200	650	369.00

#### Cells

Cells are receive input data. The data can be text or numbers. Each cell has its own reference to identify the data. The reference of this cell is A:1. The cell reference identifies each piece of data individually this allows the spreadsheet to calculate without error

#### Formulas

Formulas are pieces of code which the application applies to calculate within the range selected by the user

Formulas allow the user to instruct the application to manipulate the data in a particular way  
The formula in Cell O:9 averages the cell range B23 to N: 23. Formula can be supplied by the application or developed by the user. Formulas are one way the application lets the user turn data into information.

#### Formulas

The screenshot shows the same spreadsheet as above, but with the formula bar showing '=SUM(B9:N9)'. The spreadsheet data is the same as the previous table.

#### Columns and Rows

#### Automatic Recalculation

The candidate has identified and described the key features. To advance further the candidate needs to develop the explanation further.

#### Columns and Rows

Cell C:10 is at where column C and row 10 meet.

Because column C has the text 'Feb' entered as a heading and cell A:10 has the text 'Sales' entered as a label we know that the 600 in C:10 represents February sales. Because of the headings in row 4 we know that the information in column O totals relates to the years progress. This arrangement of Cells, columns, and rows allow the user to develop a spreadsheet that represents information in a user friendly manner.

#### Automatic Recalculation

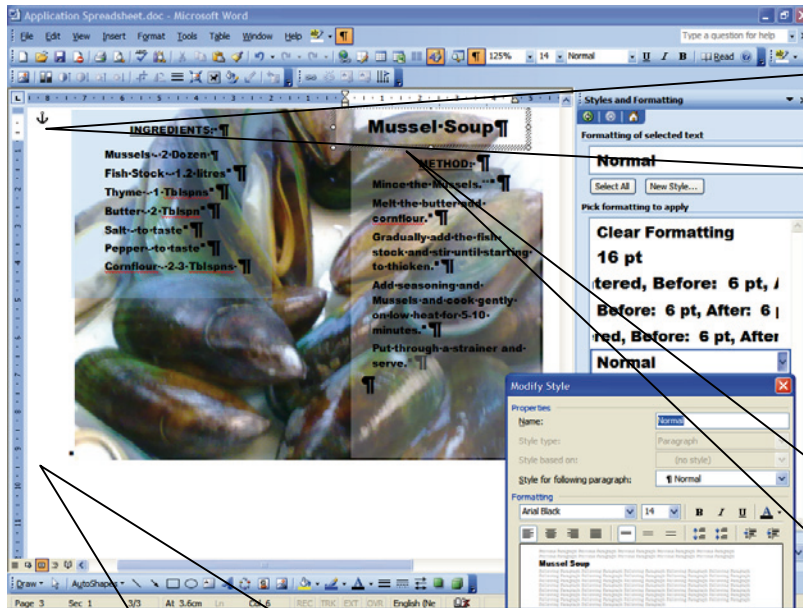
Spreadsheets have tool bars that let users reset the options on the spreadsheet. One common default option is automatic recalculation. If the user wishes, they can suspend this default option through the options menu. Other default positions can also be reset so that the spreadsheet will respond in a manner that the user wants.

# Applications Key Features

## Word Processor Key Features

The candidate has identified and described the key feature. The explanation here is an explanation of the purpose of the application. This level of explanation is apparent throughout the report as a whole.

### TEXT



### TEXT

Word processors receive text from key boards. The text is processed by the application. The word processor gives the text input from the keyboard format, and style to assist in getting the message in the text to the reader. Because the text is saved as code by the processor it can be easily manipulated

### Format

The format in the selected text box is Font 16 Pt Arial Black Bold. The text has been centred in the text box. This format is selected from formats available in the applications code. It is applied by the user to a recipe title which needs to stand out

### Alignment

Processors also have a variety of ways for providing vertical and horizontal alignment... The JPEG above has been laid out in line with the text. The processor has been coded to allow this and other types of file to be inserted from file, dragged and dropped and nudged with the CTRL and arrow key.

Margin alignment of is done by setting the margins. Word processors allow the manipulation of text margins through the Tab key or by adjusting the page ruler. The page ruler is a mouse responsive GUI which exists in the application. The use of the Format Paragraph Indent commands allows the user to write values from the keyboard for the margins. Margins can be set for all of the various blocks the process identifies, e.g. the line, paragraph, page, section, or document.

Another way of representing and manipulating text alignment is text boxes. The text boxes above position the text where the user has decide they would make the most sense from a reader's point of view. The processor allows this to occur.

The background of the text box above has been formatted with a light blue colour and a transparency of 80%. This background transparency allows text to be aligned over the background so that the background is remains visible. Again this capacity is programmed into the processor to allow text to be manipulated to convey a user message.

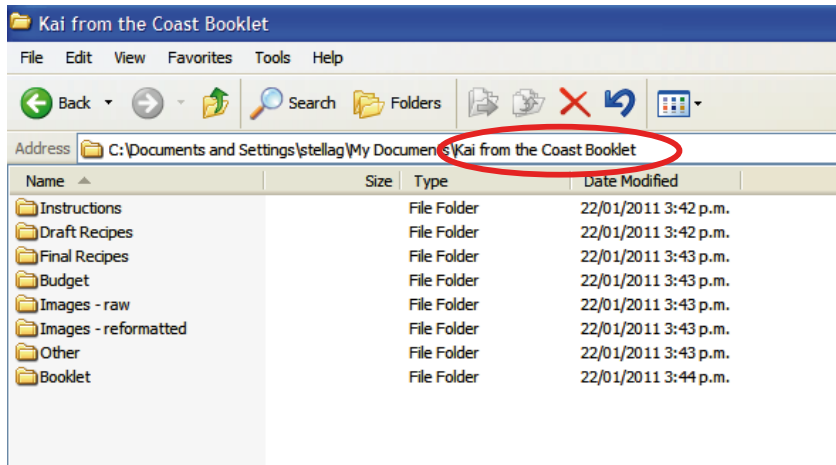
The description above is at merit. The description is detailed and clear and shows very good understanding. The explanation is overt and linked to application purpose.

For progress to Excellence the candidate needs to develop the beginning of the interaction that is apparent in the discussion of GUI and code.



## File Management

I created the following folders to store my files for the recipe booklet.



The candidate's simple identification and description with little overt explanation is sufficient.

This recount of candidate activity identifies and describes the file management procedures without focussing upon the purpose of the application. The candidate is more focussed upon the doing of the task rather than the reflection on the task.

Files need to be easily accessible and easily identified. This is particularly true when a project is collaborative and therefore involves several users over some time.

Example of some of the files that I saved in the folders follows:

### Draft Recipes:

Word files that contained my draft recipes before deciding which ones I would use:

- Mussel soup dave.doc
- Crayfish and pineapple dave.doc
- Salmon and egg quiche dave.doc

### Budget:

- Recipe budget.xls

Images Raw.

- Mussels dave.jpg
- Crayfish dave.jpg
- Pinapples dave.jpg

The JPEG images were named so that they were associated with the recipe. To protect my recipes I put a password on my documents following this pathway on the standard tool bar. Tools, Options, Security and filling in the Password text box. I made sure the password was memorable. This user input was stored by the application on the disk through the Operating system.

As an added precaution, I made sure that followed school and class rules and logged off my computer when I was not using it to protect the data in the directories I had access to. If I had left the directories open anyone could have access and we could no longer be sure of that our work had not been altered.

### File formats

Some of the image files that I had were really big. I had copied them from the photography department CD and I also sent some I had taken from home as zipped attachments to email. I did this to make sure I did not breach copyright. The file sizes were about 2.6 MB. The original files were saved into the 'Images-raw' and zipped them. Some of the files need to be changed into jpeg format. We did this to reduce the file size. We decided not to use BMP files because of their size.

This is a Merit level answer. The report shows some basic explanation, which is sustained through out of the report.